



# NASA Procedural Requirements

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**NPR 1400.1E**Effective Date: July 15, 2011  
Expiration Date: July 15, 2016**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change

(NASA Only)

**Subject: NASA Directives and Charters Procedural Requirements****Responsible Office: Office of Internal Controls and Management Systems**[| TOC | Preface | Chapter1 | Chapter2 | Chapter3 | Chapter4 | AppendixA | AppendixB | AppendixC | AppendixD | AppendixE | AppendixF | ALL |](#)

## Chapter 3. Requirements for the Content and Structure of NASA Directives and NASA Charters

### 3.1 Requirements Statements in NASA Directives

3.1.1 Responsible Offices shall apply the following criteria when writing requirements statements in NASA directives:

- Identify all requirements statements by using the word "shall" to denote mandatory compliance.
- Designate at least one official (by position title) or organization as responsible and accountable for development, implementation, maintenance, and verification of the requirement.
- Identify what action should be accomplished or what product should be provided to demonstrate compliance with the requirement.
- Separately state each individual requirement statement (i.e., one "shall" statement per paragraph or sub-paragraph).

*Note: Each requirement should state any applicable timing for performance, delivery of a product, or completion of the requirement. This designation could be a specific event or a general flow in a process.*

3.1.2 Responsible Offices shall not replicate existing internal or external requirements within directives. Cross-referencing may be used to cite existing requirements. NASA directives may supplement, clarify, or make more stringent external requirements or designate who is responsible for implementation of external requirements.

3.1.3 Responsible Offices shall not include technical requirements in NASA directives. Technical requirements may be included in NASA technical standards, which may then be cited in NASA directives.

*Note 1: Technical requirements are those requirements that discuss the design, performance, operational parameters, and constraints of equipment and systems. These are requirements that would typically be contained within a system or equipment specifications.**Note 2: View NASA Technical Standards here: <http://standards.nasa.gov/>.*

### 3.2 Responsibility Statements in Agency-level Directives

3.2.1 The Responsible Office shall use official position titles and office titles as identified in NPD 1000.3, The NASA Organization, for consistency when assigning or documenting responsibilities in Agency-level directives.

### 3.3 Document Citations in NASA Directives

3.3.1 There are three types of document citations in NASA directives: authority documents, applicable documents and forms, and references. Their purpose is as follows:

- Authority document citations list the higher level document(s) that authorize establishing the policy or requirements contained in the directive.
- Applicable document and form citations consist of documents and forms cited in the body of the directive that contains provisions or other pertinent requirements directly related to and necessary for the performance of the activities specified by the directive. Only controlled and current forms shall be used, in accordance with NPD 1420.1, NASA Forms Management.
  - All applicable documents and forms listed in paragraph 4 (for NPDs) or paragraph P.4 (for NPRs) shall be cited within the text of the directive.
  - Conversely, all applicable documents and forms cited within the text of the directive shall be listed in paragraph 4 for NPDs or paragraph P.4 for NPRs.
- Reference documents may consist of external requirements that are stated, but not cited, in the text of the directive. Reference document citations also may be documents that are considered by the Responsible Office to be useful as background information for the reader (to help in understanding the subject matter), but do not constitute requirements of the directive. In NPDs and CPDs, reference document lists are contained in an Attachment. In NPRs and CPRs, reference document lists are contained in an Appendix.

3.3.2 Within each document citation list (authority documents, applicable documents and forms, and references), the Responsible Office shall:

- List document citations in the following order: United States Code, Public Law, Executive Orders, Code of Federal Regulations, Federal Register Notices, Office of Management and Budget Circulars, NPDs, NPRs, CPDs, CPRs, NASA Technical Standards, Forms, non-NASA Government standards, and other documents.
- Format the document citations consistently throughout directives as follows:
  - United States Code (Statutes) - National Aeronautics and Space Act, as amended, 51 U.S.C. § 20113 (a).
 *Note: "\$" is a legal symbol for "section." Whole numbers refer to a "part" of the C.F.R.; sections (§) consist of a decimal number, e.g., "\$1259.102."*
  - Public Laws (Official Session Laws, Laws made prior to codification in the U.S. Code) - Federal Employees Pay Comparability Act (FEPCA) of 1990, Pub. L. No. 101-509, 104 Stat. 1427 (1990).
 *Note: Only cite if not already codified in the U.S. Code.*
  - Executive Orders (Signed by the President) - Exec. Order No. 12866, 3 C.F.R. 638 (1993).
 *Note: Includes codification of the Executive order in the Code of Federal Regulations.*
  - Code of Federal Regulations (Agency Regulations) - National Space Grant College and Fellowship Program, 14 C.F.R. pt. 1259.
 *Note 1: Whole numbers refer to a "part" of the C.F.R.; sections (§) consist of a decimal number; e.g., \$1259.102. Note 2: Federal Travel Regulations is an example of a popular name. However, when citing it, use the official 41 C.F.R. §§ 300-304.*
  - Federal Register Notices (Published in the Federal Register) - Environmental statements or availability, 71 Fed. Reg. 67389 (Nov. 21, 2006).
  - Office of Management and Budget Circulars (Generated by OMB) - OMB Circular A-19, Legislative Coordination and Clearance (09/20/1979).
  - NASA Policy Directive - NPD 1400.1, Documentation and Promulgation of NASA Internal Requirements.
  - NASA Directives Procedural Requirements - NPR 1400.1, NASA Directives System Procedural Requirements.
  - NASA Standards - NASA-STD-8709.2, NASA Safety and Mission Assurance Roles and Responsibilities for Expendable Launch Vehicle Services.
  - NASA Forms - NHQ Form 184, NASA Directive Request Summary.

*Note: "§" is a legal symbol for "section." Whole numbers refer to a "part" of the C.F.R.; sections (§) consist of a decimal number, e.g., "\$1259.102."*

(2) Public Laws (Official Session Laws, Laws made prior to codification in the U.S. Code) - Federal Employees Pay Comparability Act (FEPCA) of 1990, Pub. L. No. 101-509, 104 Stat. 1427 (1990).

*Note: Only cite if not already codified in the U.S. Code.*

(3) Executive Orders (Signed by the President) - Exec. Order No. 12866, 3 C.F.R. 638 (1993).

*Note: Includes codification of the Executive order in the Code of Federal Regulations.*

(4) Code of Federal Regulations (Agency Regulations) - National Space Grant College and Fellowship Program, 14 C.F.R. pt. 1259.

*Note 1: Whole numbers refer to a "part" of the C.F.R.; sections (§) consist of a decimal number; e.g., \$1259.102. Note 2: Federal Travel Regulations is an example of a popular name. However, when citing it, use the official 41 C.F.R. §§ 300-304.*

(5) Federal Register Notices (Published in the Federal Register) - Environmental statements or availability, 71 Fed. Reg. 67389 (Nov. 21, 2006).

(6) Office of Management and Budget Circulars (Generated by OMB) - OMB Circular A-19, Legislative Coordination and Clearance (09/20/1979).

(7) NASA Policy Directive - NPD 1400.1, Documentation and Promulgation of NASA Internal Requirements.

(8) NASA Directives Procedural Requirements - NPR 1400.1, NASA Directives System Procedural Requirements.

(9) NASA Standards - NASA-STD-8709.2, NASA Safety and Mission Assurance Roles and Responsibilities for Expendable Launch Vehicle Services.

(10) NASA Forms - NHQ Form 184, NASA Directive Request Summary.

c. Within each category, list documents in numerical order or alphabetical order by title if documents are not numbered.

d. When citing NASA directives as authority documents, applicable documents, or reference documents within NASA directives, exclude the revision letter designation from the citation (see Figure 2).

*Note: This requirement is applicable only when citing NASA directives in NASA directives. (In NASA directives, the current published version is what is referred to when a NASA directive is cited.) For other types of documents, citing the revision letter of the directive may be appropriate. Refer to the writing instructions for the type of document you are preparing if more information is needed.*

e. Ensure that documents cited in the directive are approved documents that are available to the reader.

f. If a cited document is not a Federal statute or regulation, a NASA directive, or is not available in the NASA Technical Standards System, include footnotes (or URLs that allow public access) to show readers precisely where to find the cited documents.

g. Refer to one or more of the following resources to ensure that citations are current and accurate:

(1) United States Code Citations:

(a) Office of Law Revision Counsel - <http://uscode.house.gov/>.(b) Government Printing Office (GPO) Access - <http://www.gpoaccess.gov/uscode/index.html>.(2) Public Laws citations - <http://uscode.house.gov/popularnames/popularnames.htm>.

(3) Executive Order Numbers citations:

(a) Title 3 on GPO Access - <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>.(b) Office of the Federal Register - <http://www.archives.gov/federal-register/executive-orders/disposition.html>.(4) Code of Federal Regulations citations - <http://www.gpoaccess.gov/cfr/index.html>.(5) NASA Directives - <http://nodel3.gsfc.nasa.gov/>.(6) NASA Standards - <http://standards.nasa.gov/>.(7) NASA Forms - <http://server-mpo.arc.nasa.gov/services/NEFS/>.

h. Use the following abbreviations for citations:

(1) United States Code - U.S.C.

(2) Federal Register - Fed. Reg.

(3) Code of Federal Regulations - C.F.R.

(4) Part - pt., Parts - pts.

(5) Subpart - subpt., Subparts - subpts.

(6) Appendix - app.

(7) Chapter - ch.

(8) Section - §, Sections - §§

(9) Section - sec. (Note: "Section" is abbreviated as "sec" when it is referenced within the name of the law. Example: The National Aeronautics and Space Act of 1958, sec. 203(c)(1), as amended, 51 U.S.C. § 20113 (a).

(10) Executive Order - Exec. Order No.

(11) Public Law - Pub. L. No.

### 3.4 Administrative Elements of NASA Directives

#### 3.4.1 NASA Directives Numbering Scheme

3.4.1.1 The NASA directives numbering scheme is composed of six elements that create a unique identifier. The six elements are: one or two letters indicating Agency-level or NASA Center, two letters indicating the NASA directive type, four numbers indicating the subject category a separator (period), the NASA directive serial number and letter(s) indicating the revision level designation (see Figure 2).

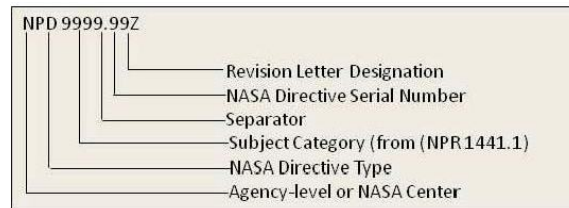


Figure 2. NASA Directives Numbering Scheme

*Note: Include the full directive number in the file name and masthead section of the draft and final documents.*

3.4.1.2 The subject category numbers used to classify NASA directives are the same subject categories found in the Agency Filing Scheme located in NPR 1441.1, NASA Records Retention Schedules. The serial numbers are automatically generated when the directive is approved.

3.4.1.3 For Agency-level directives, the Office of Internal Controls and Management Systems shall work with the Responsible Office to ensure that directives numbers are assigned in accordance with the NASA Directives Numbering Scheme.

3.4.1.4 For Center-level Directives, the Center DM shall work with the Responsible Office to ensure that directives numbers are assigned in accordance with the NASA Directives Numbering Scheme.

#### 3.4.2 Effective and Expiration Dates for NASA Directives

3.4.2.1 A NASA directive takes effect on the date that it is signed by the approving official.

3.4.2.2 NPDs, NPRs, CPDs, and CPRs expire within a maximum of five years after signature or revalidation.

3.4.2.3 NASA Interim Directives (NID) and Center Interim Directives (CID) expire upon the effective date of the permanent directive or 12 months after the effective date of the interim directive, whichever is earlier.

3.4.2.4 The Office of Internal Controls and Management Systems shall automatically remove NPDs and NPRs from the Center Directives Library upon expiration, unless (1) an NPD or NPR replacing the directive being removed has been submitted for revalidation or for review and approval, or (2) the Responsible Office has requested an extension with justification. The current NPD or NPR will be granted an extension and remain effective until its revision is approved. See paragraph 4.4.2 for provisions to allow Agency-level directives to remain effective.

3.4.2.5 The Office of Internal Controls and Management Systems shall automatically remove NIDs from the NODIS Library upon expiration, unless an NPD or NPR replacing the NID is submitted for review and approval through NODIS.

*Note: A NID may be revised once, and the expiration date will be 12 months after the effective date of the revised NID. If an extension on a NID's expiration date is needed, a waiver request can be submitted.*

3.4.2.6 The Center DM shall automatically remove CPDs and CPRs from the Center Directives Library upon expiration, unless (1) a CPD or CPR replacing the directive being removed has been submitted for revalidation or for review and approval, in accordance with the Center's established process, or (2) the Responsible Office has requested an extension with justification. The current CPD or CPR will be granted an extension and remain effective until its revision is approved.

3.4.2.7 The Center DM shall automatically remove CIDs from the Center Directives Library upon expiration, unless a CPD or CPR replacing the CID is submitted for review and approval, in accordance with the Center's established process.

*Note: A CID may be revised once, and the expiration date will be 12 months after the effective date of the revised CID.*

### 3.5 Writing Style

3.5.1 Responsible Offices shall adhere to each of the following rules:

- Use NPR 1450.10, NASA Correspondence Management and Communications Standards and Style, to supplement the style requirements in this NPR.
- Exclude caveat phrases (e.g., "as applicable," "as appropriate," "whenever possible," "etc.") within requirements statements.
- Use page numbers (e.g., 1, 2, 3) in NPRs, but exclude indexed table of contents that correspond to page numbers.
- Align all text along the left margin (i.e., left justify or flush left).
- Indent and italicize notes.
- Center figures and tables. Number all figures (e.g., Figure 1) and add the figure number and title at the bottom of the figure. Letter all tables (e.g., Table A) and add the table letter and title above the table.
- Use the correct phrasing to denote mandatory action or other forms of action, per paragraph P.2b.
- Number/letter all paragraphs. If there is not a second paragraph immediately following at the same level, do not number/letter the paragraph. Exclude periods behind numbered paragraphs (e.g., use 3.5.1, not 3.5.1.), but include periods behind lettered paragraphs (e.g., use i., not i!).

3.5.2 Responsible Offices that write Center-level directives shall adhere to the requirements in paragraphs 3.5.1a-b and 3.5.1g-h. Adherence to paragraphs 3.5.1c-f is under the discretion of the Center official responsible for the writing styles for Center-level directives.

### 3.6 Content and Structure of NPDs and CPDs

3.6.1 NPDs and CPDs document Agency- and Center-level policy statements, assignment of responsibilities for policy implementation, delegations of authority, approach for verification of compliance with the NPD or CPD, and the official's approval.

3.6.2 NPDs and CPDs should be no more than five pages. Responsible Offices shall ensure that NPDs and CPDs contain, at a minimum, the following elements:

- Masthead: Directive Number, Effective Date, Expiration Date, Responsible Office, and Subject (Title).
- Change Log that describes administrative changes to an NPD or CPD.  
*Note: Can be added when the NPD or CPD is developed or added after the NPD or CPD is approved.*
- Body consisting of 8 required paragraphs: 1. Policy; 2. Applicability; 3. Authority; 4. Applicable Documents and Forms; 5. Responsibility; 6. Delegation of Authority; 7. Measurement/Verification; and 8. Cancellation.  
*Note: Governing NPDs may request relief from content and structure requirements. See paragraph 4.2 for requirements to request relief from Agency-level Directives.*
- Signature Block.
- Attachments.
- Distribution statement (e.g., NODIS or another system).  
*Note: If the distribution of the NPD or CPD is to be restricted only to NASA, include a distribution statement to identify the restrictions for release of the NPD or CPD.*

3.6.3 Responsible Offices shall adhere to the following content requirements when developing NPDs or CPDs:

- Change Log - Date and description of administrative changes made to an NPD or CPD.  
*Note: A change log can be added when the NPR or CPR is developed or added after the NPR or CPR is approved.*
- For Paragraph 1, Policy - General statement of the principles, fundamental values, and general direction of the Agency or Center that is used to determine present and future decisions.
- For Paragraph 2, Applicability - The statement of the scope of the required application of the NPD or CPD. Include the following applicability statement: "This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers."  
(1) If the NPD is to apply to JPL, contractors, or grant recipients, add the following applicability statement in Paragraph 2, Applicability, in addition to the applicability statement in paragraph 3.6.3b. "This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." However, only list the type of document (i.e., contract, grant, or agreement) that the directive may be applicable to. For example, if the directive is not applicable to a "grant," only list "contract or agreement" to indicate the directive's applicability.  
*Note: This statement alone is not sufficient to stipulate requirements for the contractor or grant recipient. See paragraph 2.12.1a for delineating requirements for contractors.*
- For CPDs, include a statement similar to 3.6.4c above to ensure applicability at the Center and associated facilities.
- For NPDs and CPDs, include a statement that describes terms that denote action. See paragraph P.2b.
- For NPDs and CPDs, include the following statement: "In this directive, all document citations are assumed to be the latest version unless otherwise noted." See paragraph P.2h.
- For Paragraph 3, Authority - List the NPD or CPD and external authority(ies) or requirements that justify establishing the NPD or CPD. This latter category shall include only those external sources that are the authority for the NPR. Place all other external sources in the Applicable Documents or References sections.
- For Paragraph 4, Applicable Documents and Forms - A list of documents and forms cited in the body of the directive that contains provisions or other pertinent requirements directly related and necessary to the performance of the activities specified by the directive. Apply the requirements in paragraph 3.3 to document citations.
- For Paragraph 5, Responsibility - An explanation of who (by position or organization) is responsible for implementing the policy stated in the NPD or CPD. Write responsibility statements for implementation by the highest to the lowest organizational level possible. Do not dictate how an organizational leader is to organize or assign responsibilities within the leader's organization.
- For Paragraph 6, Delegation of Authority - Paragraph reserved for direct delegation from the Administrator, Official-in-Charge, or Center Director to a specific position (e.g., Agency Regulatory Policy Officer).
- For Paragraph 7, Measurement/Verification - An explanation of how compliance will be measured. Specify the information that is needed to support senior management's evaluation of performance for compliance and implementation. Where quantitative evaluation is possible, identify what data is to be collected, who collects the data, and who receives the data for evaluation. Cross-reference measurement/verification data that responds to externally imposed requirements to provide traceability to those requirements, for example, Government Performance and Results Act reporting requirements.  
*Note: This information may be presented as text within the paragraph, as a verification matrix, as an attachment to the NPD or CPD that includes details of data and report of data, such as formats and timelines, as a citation to an NPD, CPD, or another requirements document.*
- For Paragraph 8, Cancellation - A list of directives that will be cancelled upon issuance. If the issuance cancels one or more directives, cite the Directive Number(s), Title(s), and Effective Date(s). If the issuance does not cancel a directive, state "None."
- Number paragraphs within the NPD or CPD in accordance with Figure 3.

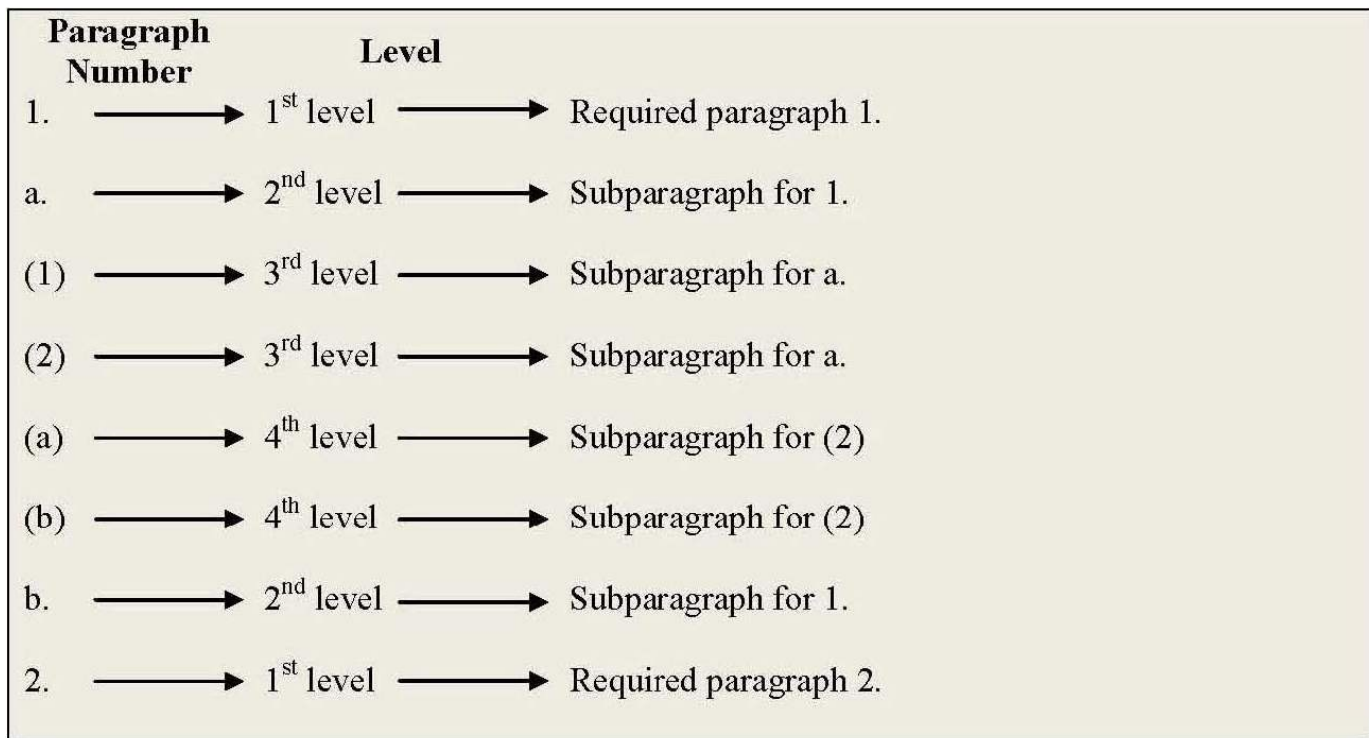


Figure 3, NPD and CPD Paragraph Numbering/Lettering

k. If there is a need to include definitions or other material such as details regarding measurement/verification to support the NPD or CPD, document the supporting material as an attachment. Attachments shall not contain policy.

*Note: NPD and CPD attachments may be text and/or graphics. Contact your local DM for instructions.*

l. Number paragraphs in attachments using the letter of the attachment (e.g., A.1, A.2), excluding attachments containing acronyms and definitions.

m. Document any definitions for words and phrases used in the NPD or CPD in the first attachment.

(1) List the definitions in alphabetical order.

(2) Provide only definitions for terms used in the NPD or CPD and only if the definitions are uniquely different than those used in dictionaries or other standard usage.

n. Document any acronyms used in the NPD or CPD no later than in the second attachment, and list in alphabetical order.

3.6.4 Responsible Offices shall not document procedural information or instructions in an NPD or CPD.

### 3.7 Content and Structure of NPRs and CPRs

3.7.1 NPRs and CPRs document procedural direction for essential or otherwise mandated items only. This includes procedural requirements that are established for reasons of health, safety, security, efficiency, and effectiveness.

3.7.2 NPRs and CPRs contain, at a minimum, the following elements:

a. Cover that includes the masthead with the Directive Number, Effective Date, Expiration Date, Responsible Office, and Subject (Title).

b. Change Log that describes administrative changes made to an NPR or CPR.

*Note: A change log can be added when the NPR or CPR is developed or added after the NPR or CPR is approved.*

c. Table of contents consisting of the preface, chapter titles, and second-level paragraph titles, only if the second-level paragraphs exist in the directive. Refer to this NPR's table of contents for formatting instructions.

d. Distribution statement.

*Note: If distribution of the NPR or CPR is to be restricted to only NASA, include a distribution statement to identify the restrictions for release of the NPR or CPR.*

e. Preface consisting of six required paragraphs: P.1 Purpose; P.2 Applicability; P.3 Authority; P.4 Applicable Documents and Forms; P.5 Measurement/Verification; and P.6 Cancellation. See paragraph 3.7.4 for Preface content requirements.

f. Chapters - Divided sections that describe the directive's requirements and responsibilities that can be subdivided into paragraphs.

g. Appendices - Supplementary material or contractor requirements that are attached at the end of the directive.

*Note: Governing NPRs may request relief from content and structure requirements. See paragraph 4.2 for requirements to request relief from Agency-level directives.*

3.7.3 Responsible Offices shall ensure that NPRs and CPRs contain the elements listed in paragraph 3.7.2.

3.7.4 Responsible Offices shall adhere to the following content requirements when developing NPRs and CPRs:

a. For Paragraph P.1, Purpose - Describe the rationale for establishing the NPR or CPR and what will be accomplished by implementing it.

b. For Paragraph P.2, Applicability - State the scope of the required application of the NPR or CPR. Include the following applicability statement: "This NPR is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers."

(1) If the NPR is to apply to JPL, contractors, or grant recipients, add the following applicability statement in Paragraph P.2 Applicability, in addition to the applicability statement in paragraph 3.7.4b. "This language applies to JPL, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." However, only list the type of document (i.e., contract, grant, or agreement) that the directive may be applicable to. For example, if the directive is not applicable to a "grant," only list "contract or agreement" to indicate the directive's applicability.

*Note: This statement alone is not sufficient to stipulate requirements for the contractor or grant recipient. See paragraph 2.12.1.*

(2) For CPRs, include a statement similar to 3.7.4b above to ensure applicability to the Center and associated facilities.

(3) For NPRs and CPRs, include a statement that describes the terms that denote action. See paragraph P.2b.

(4) For NPRs and CPRs, include the following statement: "In this directive, all document citations are assumed to be the latest version, unless otherwise noted." See paragraph P.2h.

c. For Paragraph P.3, Authority - List the NPD or CPD and the higher level external authority(ies) or requirement(s) that justify establishing the NPR or CPR. The latter category shall include only those external sources that are the authority for the NPR or CPR. Place all other external sources in the Applicable Documents or Reference sections.

d. For Paragraph P.4, Applicable Documents and Forms - Refer to description in paragraph 3.6.3e.

e. For Paragraph P.5, Measurement/Verification - Refer to description in paragraph 3.6.3h.

f. For Paragraph P.6, Cancellation - Refer to the description in paragraph 3.6.3i.

*Note: NPRs may not cancel NPDs, and CPRs may not cancel CPDs.*

g. Number NPR or CPR Preface paragraphs in accordance with Figure 4.

**Preface:****P.1 PURPOSE****a.****(1)****(a)****(b)****(2)****b.****P.2 APPLICABILITY****P.3 AUTHORITY****P.4 APPLICABLE DOCUMENTS AND FORMS****P.5 MEASURE/MENT/VERIFICATION****P.6 CANCELLATION****DISTRIBUTION STATEMENT (e.g., NODIS or another system).**

*Note: If the distribution of the NPR or CPR is to be restricted to only NASA, include in the distribution a statement to identify the restrictions for release of the NPR or CPR.*

Figure 4, NPR and CPR Preface Paragraph Numbering/Lettering

h. Number NPR or CPR chapter paragraphs in accordance with Figure 5.

## Chapter 1: Title (level 1)

### 1.1 (level 2) Lists within a sentence are lettered as follows:

#### a. Lists within lettered lists are numbered as follows:

(1)

#### (2) Lists within numbered lists are lettered as follows:

(a)

(b)

b.

#### 1.1.1 (level 3) Subparagraph number.

#### 1.1.1.1 (level 4) Subparagraph number.

### 1.2 (level 2)

### 1.3 (level 2)

Figure 5. NPR or CPR Chapter Paragraph Numbering/Lettering

i. Ensure that appendices do not contain requirements for civil service employees, only supporting information for the NPR or CPR. However, appendices may contain requirements for contractors.

j. Number paragraphs in appendices using the letter of the appendix (e.g., A.1, A.2), excluding appendices containing acronyms and definitions. k. Document any definitions for words and phrases used in the NPR or CPR in the first appendix.

(1) List the definitions in alphabetical order.

(2) Provide only definitions for terms used in the NPR and only if the definitions are uniquely different than those used in dictionaries or other standard usage.

l. Document any acronyms used in the NPR or CPR no later than in the second appendix and list in alphabetical order.

m. If a verification matrix appendix is included within the NPR or CPR, include it no later than the third appendix.

*Note: See Appendix C of this NPR for examples of verification matrices.*

#### 3.8 Content and Structure of NIDs and CIDs

3.8.1 Responsible Offices shall develop NIDs or CIDs to document the following:

a. Interim policy statements.

b. Assignment of interim responsibilities for policy implementation.

c. Interim requirement statements.

d. Assignment of interim responsibilities for completing requirements.

e. Applicability (e.g., Agency wide or Center-specific).

*Note: For NIDs and CIDs, include the following statement: "In this directive, all document citations are assumed to be the latest version, unless otherwise noted." See paragraph P.2h.*

3.8.2 NIDs and CIDs may include policy memos or any other issuances intended to impose policy or requirements at the Agency or Center level.

3.8.3 NIDs and CIDs are issued for immediate or short-term use (see paragraph 3.4.2.3).

3.8.4 Responsible Offices shall follow the procedures contained in paragraph 4.5 for issuing NIDs and CIDs.

3.8.5 The Responsible Office developing NIDs shall coordinate with the Office of Internal Controls and Management Systems to ensure that NIDs are added to the NODIS Library.

3.8.6 The Responsible Office developing CIDs shall coordinate with the Center DM to ensure that CIDs are published in accordance with local processes.

*Note: NIDs and CIDs may be formatted as memorandums, directives, paragraphs, or other templates. See your DM for guidance on the preferred format for your organization.*

#### 3.9 Content and Structure of Agency-level Charters

3.9.1 Charters establish councils, boards, committees, panels, and working groups mandated by statute, the NASA Administrator, or an OIC of Headquarters Offices. To the extent that a group is established by law, directive, or other authority, the charter cites specific authority. Councils, committees, boards, and panel chairs ensure meeting preparation, efficiency, and follow up on actions. Members are expected to attend and participate in scheduled meetings. The respective charters shall have provisions for duration and periodic critical assessments of performance.

3.9.2 The term "council" is reserved for entities responsible for overall governance of the Agency, a Mission Directorate, the technology portfolio managed by the Office of the Chief Technologist, the Mission Support Directorate, or a Center. Councils are comprised of senior management tasked to make decisions regarding implementation of policy, strategic planning, goals, or resources. The charters for NASA's three governing councils (e.g., Strategic Management Council, Mission Support Council, Program Management Council) are maintained in NPD 1000.3, The NASA Organization.

a. All other Agency-level advisory charters required by regulation, statute, program control, policy or directed by the Administrator are located in NODIS.

b. Boards are comprised of senior management tasked to make decisions regarding implementation of policy, strategic plans, goals, and resources. Boards shall only be established in areas of Agency-wide significance with supporting topics and responsibilities that cross several organizations, as directed by a council. Decisions made by boards will be consistent with guiding policy direction and programmatic guidelines provided by a council. To execute actions generated by a board, committee, panel, or working group may be established.

c. Committees, panels, and working groups shall only be established as advisory groups for councils and boards to address significant topics, as requested by Agency leadership, Mission Directorates, the Offices of the Chief Technologist and Scientist, the Mission Support Directorate, or Centers.

(1) Committees - A group of individuals that meet to advise, coordinate, research, or make recommendations. The lifespan of a committee is based on the completion of activities assigned by a council or board. Committee charters shall be established with the respective council's or board's approval.

(2) Panels - A group of individuals gathered to advise, judge, interview, or discuss topics supported by councils or boards. The lifespan of a panel is based on completion of activities assigned by the respective council or board. Panel charters shall be established with the respective council's or board's approval.

(3) Working Groups - A group of individuals working together to create a document or to resolve problems. The lifespan of a working group is based on completion of activities assigned by the respective council or board. Charters are not required for working groups unless the working group is expected to operate indefinitely, includes members across the Agency, and is established to support and is expected to report out to a council or board.

3.9.3 To publish charters for councils, refer to NPD 1000.3 for instructions. To publish charters for boards, committees, or panels, submit a hard and electronic copy of the charter with the chair's approval, along with concurrence from the Office of the General Counsel, to the Office of Internal Controls and Management Systems.

3.9.4 Agency-level charters shall contain standard paragraphs in accordance with Figure 6.



## NAME OF CHARTER

### 1. PURPOSE

### 2. APPLICABILITY/SCOPE

### 3. AUTHORITY

### 4. GOVERNING COUNCIL AFFILIATION

### 5. FUNCTIONS

### 6. MEMBERSHIP

### 7. MEETINGS

In all cases, meetings can be held at the call of the Chair. The meetings paragraph should be included if meetings occur a specific number of times a year (or on specific dates).

### 8. DURATION

Unless otherwise specified, the charter will continue until the chair cancels or amends it.

### 9. ASSESSMENT

This paragraph should include the level of assessment as well as who receive/review the assessment date. This paragraph should also include specific metrics that address outputs, outcomes, impacts, and/or levels of customer satisfaction appropriate to the subject. Good metrics will respond positively to the following criteria.

- a. Validity - Does it, with reasonable fidelity, measure results due to NASA action?
- b. Selectivity - Will it accurately discriminate against poor, good, and extraordinary performance?
- c. Applicability - Can measurements be reasonably substantiated and supported by available data?

### 10. RECORDS

Identifies who is responsible for maintenance of the charter and all records generated by the chartered group.

Figure 6. Agency-level Charter Standard Paragraphs

3.9.5 Center-level charters are applicable to the issuing Center. To establish and/or publish Center-level charters, contact the Center's DM.

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